

# Job Announcement

ANNOUNCEMENT NUMBER: V-09-039

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**DATE:** June 25, 2009

**OPEN TO:** All Interested Candidates

**POSITION:** Visa Clerk, FSN-6, FP-08 (**Full Performance Level**)  
Position No. D31203

**OPENING DATE:** June 25, 2009

**CLOSING DATE:** July 9, 2009

**WORK HOURS:** Full-Time, 40 hours per week

**SALARY:** Ordinarily Resident: Dhs.74,402 per annum (FSN-6)  
(Benefits are paid in addition to salary)

Not-Ordinarily Resident: US\$30,231 per annum (FP-08, to be confirmed by Washington)

*NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the ability to obtain requisite UAE residency and work permits to be eligible for consideration. Applicants should indicate in their CVs if any family members and/or relatives are employed in the U.S. Government as well as type of or relationship.*

The U.S. Consulate General in Dubai is seeking an individual for the position of Visa Clerk in the Consular Office.

## **BASIC FUNCTION OF POSITION**

The incumbent is responsible for the full range of Non Immigrant Visa (NIV) Clerk duties. Responsible for screening visa applications and documents, data entering applications, ensuring name checks are completed, capturing photos, printing visas, conducting quality controls, scanning documents, preparing Security Advisory Opinions (SAOs), and responding to public inquiries via e-mail, telephone, and in person. Performs these multiple tasks independently and with high levels of efficiency and accuracy. Responsible for recommending visa classification according to a complex and changing set of immigration laws, regulations, and procedures, so the consular officers can make appropriate decisions and to ensure that the legal requirements of the application have been met. Must exercise good judgment in referring sensitive cases to supervisor.

## **QUALIFICATIONS REQUIRED**

*NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

### Education:

- At least two years of full time post secondary study at college or university, preferably in Management or Computer Sciences.

### Experience:

- A minimum of two years experience in the consular area of an embassy, or a position related to customer service and/or work applying regulatory material.

### Language: (this will be tested)

- Level IV (fluent) Speaking/Reading/Writing English is required.
- Level IV (fluent) Speaking/Reading/Writing Arabic is required.

### Knowledge:

- Basic knowledge of U.S. Immigration and Nationality Act, 9 FAM visa regulations and ineligibilities. Knowledge of local and regional immigration policies and visa requirements.

### Skills & Abilities:

- Excellent drafting skills, management abilities, strong interpersonal skills, intermediate IT skills, and the ability to operate the latest office equipment and specialized consular software.

**SELECTION CRITERIA:**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Hiring of all positions is subject to funds availability.
- Not Ordinarily Resident employees who are hired with a When Actually Employed (WAE) work schedule are eligible to apply for advertised positions within the first 90 calendar days of their employment.

**TO APPLY:**

**Interested applicants for this position should submit the following:**

1. Application for Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612 ([http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf)) and/or
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

**AbuDhabiRecruitments@state.gov**  
**(Please note V-09-039 Visa Clerk in the subject line of the email)**

**DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - o US citizen;
  - o Spouse or dependent who is at least age 18;
  - o Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - o Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - o Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities. NORs must be eligible for compensation from an American pay plan.

**Closing Date for this Position: July 9, 2009**

The US Mission in U.A.E. provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.